



Major or Standard Events - Risk Assessment Form

Section 1

Event Name	Festival of Science KS2 Carousel 2 – Fossil Hunt	Event organiser	Name (print): Bethany Allen Faculty: Environment Tel: +447837861545 Email: eebja@leeds.ac.uk
Date (period) and time of Event	18 th March 2020	Location/site/premises	University of Leeds, Central Campus
Description of Event	A classroom based session with school students (max 30 per session). Children will get the opportunity to pick fossils out of a box, handle them and draw what they think the animal looked like when alive. Rest of session is Powerpoint-based.		

<i>Doc control no: PRSG4.10</i> WELLBEING, SAFETY AND HEALTH MANAGEMENT SYSTEM							
Author:	EM	Approved by:	GT	Version number:	1	Issue Date:	November 2010

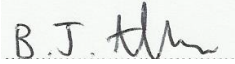
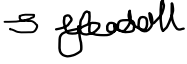


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Section 2

Activity no.	Hazard type	How might the hazard cause harm?	Who may be harmed?	Control measures already in place	Is residual risk now acceptable? (Yes/No)	If not acceptable, list additional control measures	Risk Rating (L x S)*	Action by whom
	Fossils	Could cause bruising or impact injury if dropped or thrown	All in attendance	Verbally warn children to be careful with fossils, don't lift them too high from the table/carpet, ensure helpers are vigilant for misbehaviour which could result in harm	Yes		3 x 1 = 3	Bethany Allen (and helpers, yet to be recruited but will be trained)

Section 3

Event Organiser	Name: Bethany Allen Signature:  Position: Education Outreach Fellow Date: 11/02/20	Approver of Risk Assessment	Name: Steve Gleadall Signature:  Position: SES Manager Date: 26.02.2020
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*Refer to following tables for clarification.

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Risk Matrix

Severity \ Likelihood	Insignificant (1)	Minor (2)	Moderate (3)	Serious (4)	Critical (5)
Almost Certain (5)	Moderate (5)	Substantial (10)	Substantial (15)	Intolerable (20)	Intolerable (25)
Likely (4)	Tolerable (4)	Moderate (8)	Substantial (12)	Intolerable (16)	Intolerable (20)
Possible (3)	Tolerable (3)	Moderate (6)	Moderate (9)	Substantial (12)	Substantial (15)
Unlikely (2)	Tolerable (2)	Tolerable (4)	Moderate (6)	Moderate (8)	Substantial (10)
Rare (1)	Tolerable (1)	Tolerable (2)	Tolerable (3)	Tolerable (4)	Moderate (5)

Risk Rating	The level of risk for an activity is obtained by matching the likelihood of an accident occurring against the severity of the outcome if that accident occurred (i.e. likelihood multiplied by severity).
	General Risk Rating
Tolerable (1 to 4)	No additional controls are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that controls are maintained.
Moderate 5 to 9	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
Substantial 10 to 15	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken. <u>Fire Risk Rating</u> If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied then urgent action should be taken.
Intolerable 16 to 25	Work must not be started or continued until the risk has been reduced. If it is not possible to reduce the risk even with unlimited resources, work has to remain prohibited. <u>Fire Risk Rating</u> Building (or relevant area) should not be occupied until the risk is reduced.